

## Job Ad

### **Assistant Accountant**



### **Be.EV Overview**

We are a public electric vehicle (EV) charging provider, with a vision to create a fair, futureproof infrastructure legacy that will sustainably accelerate the UK's EV revolution across the country.

We operate a national network of over 600 charging bays with an additional 1,000+ in the current pipeline. We are backed by £110million from Octopus Energy Generation, one of Europe's largest renewable energy investors, and are powered by 100% deep green energy.

We pride ourselves on putting the right chargers in the right places (leveraging state-of-the-art tech to assist with site selection), and in the success of our modular Charging Hub and Charging Green offerings. But most importantly we make sure the chargers work - our network currently has a 99.6% uptime/ availability record.

We have a uniquely community-led and customer-first approach to creating and managing high-usage, design-led and fully funded-EV charging solutions that add value to your organisation or site. Extra revenue, additional footfall, and competitor differentiation to name but a few! Not only do we design, fund, build and operate our site partners' charging solutions, but we provide ongoing maintenance and support to evolve and futureproof the solution over time.

Our employee-owned business is built on commitment, trust and brilliant customer service. We love working with local people and are passionate about making a positive contribution to the communities we serve.

## **The Role**

We are seeking a detail-oriented and analytical Assistant Accountant to join our team at Be.EV. In this role, you will play a pivotal part in maintaining our financial records, including managing invoices, reconciling bank statements, and assisting with monthly and yearly closing processes. Your expertise will contribute to the efficiency of our accounting operations, ensuring accuracy and compliance with relevant laws and regulations. The ideal candidate will have a solid foundation in accounting principles, proficiency in accounting software, and a commitment to upholding the highest standards of financial integrity. Join us in driving the future of EV infrastructure while advancing your career in a dynamic and fast-paced industry.

## **Key Responsibilities:**

### **Invoicing:**

- Generate and dispatch invoices, meticulously manage and expedite the collection of receivables, and accurately record payments. This role encompasses responsibility for accounts receivable, including the execution of credit control measures to ensure financial efficiency and reliability

### **Bank and Balance Sheet Reconciliation:**

- Perform daily bank reconciliations to ensure accuracy in the company's financial statements.
- Assist the management accountant in the precise recording and reconciliation of all assets and liabilities, ensuring the integrity and accuracy of the balance sheet.

### **Management Accounts:**

- Assist the management accountant in the timely preparation of monthly management accounts, adhering to strict deadlines. Responsibilities include closing the Accounts Payable and Accounts Receivable ledgers, reconciling the cashbook, and posting accruals, prepayments, and journal entries to ensure accurate and comprehensive financial reporting for our EV infrastructure company

### **Expense Management:**

- Oversee and streamline the accounts payable process, including the processing of supplier invoices and execution of payment transactions. Ensure meticulous verification and recording of expenses in the correct accounts, encompassing both out-of-pocket and

credit card expenses incurred by employees. Continuously seek and implement improvements in the expense reporting and payment processes to enhance efficiency and accuracy.

**Intercompany:**

- Manage and execute intercompany transfers with precision, including the generation of sales and purchase invoices. Ensure diligent reconciliation of intercompany loan accounts, maintaining accuracy and consistency in financial records to support seamless intercompany transactions.

**Cash-flow forecasting:**

- Develop and maintain a 13-week rolling cash flow forecast, ensuring accurate and proactive management of Be.EV's cash flow to support strategic financial planning and operational efficiency.

**Site Rent Payments:**

- Efficiently calculate and validate profits related to site partner rent agreements, ensuring the timely issuance of profit certificates to uphold the financial commitments and transparency with our site partners in the EV infrastructure domain.

**Tax Compliance:**

- Assist in the calculation of tax liabilities and the preparation of tax returns, ensuring conformity with UK tax laws and regulations, including the submission of Construction Industry Scheme (CIS) returns, to ensure full tax compliance for Be.EV.

**Fixed Assets:**

- Maintain the integrity of the fixed asset register by ensuring the accurate recording and capitalisation of fixed assets, along with the timely posting of depreciation, to reflect the true value of the company's assets.

**Assets Under Construction:**

- Accurately monitor and track the financial progress of new site developments through various stages of construction, ensuring detailed variance reporting against budget to maintain financial control and transparency over the capitalization of assets under construction.

**Budgeting Support:**

- Help prepare annual budgets and monitor expenditure against budget.

**Audit Support:**

- Assist with internal and external audit preparations, ensuring all financial records are in compliance with accounting standards.

**Reporting:**

- Regularly produce comprehensive and insightful sales analysis reports, along with detailed accounts receivable and payable position reviews, to inform strategic decision-making within Be.EV

**Ad-hoc Tasks:**

- Perform other accounting, financial, or administrative tasks as required by the Finance Director or Management Accountant

**Qualifications:**

- Must have AAT qualification or be studying towards CIMA.
- Proven experience as an Assistant Accountant, Accounting Clerk, or similar role.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in accounting software (e.g., QuickBooks, Sage, Xero) and MS Office (especially Excel).
- Excellent numerical skills, attention to detail, and the ability to maintain confidentiality.
- Strong organizational and time-management abilities.
- Good communication skills, both written and verbal.

**Preferred Skills:**

- Familiarity with payroll processing.
- Ability to work in a fast-paced environment and adapt to changes.